

eFiling for Cases in which a Party is a Representative Capacity

The Tyler Portal does not yet have party fields for the representative capacity. As a work-around, please attach a PDF document, using the document type of **Representative Capacity**, as the first document in your eFiling. The PDF file must list the first component, second component, and third component of the representative capacity. Example:

First Component: Samuel Jones

Second Component: as member of

Third Component: The Lowell Zoning Board

Second component options:

Administrator of
Administrator of the Estate of
Administrator/Administratrix of the Estate of
As member of
Attorney General for the
Beneficiary of
Beneficiary of the
Beneficiary of the Estate of
Chairperson of
Co-Administrator/Administratrix of the Estate of
Commissioner of
Directly and as assignee of
Director
Executor/Executrix and Trustee of the
Executor/Executrix of the Estate of
Executrix/Executor under the will of
General Partner of
Individually and as Administrator(ix) of the
Individually and as Executor(ix) of the Estate of
Individually and as General Partner of
Individually and as Guardian for
Individually and as PPA for
Individually and as Partner of
Individually and as Successor Trustee of
Individually and as a member of
Individually and as trustee for
Individually and as trustee of
Individually and doing business as
Insurance Commissioner of the
Liquidation Agent for
Manager of
Managing Member of
Managing Partner of
Member of
Member or alternate member of
Nominee for

Personal Representative for the Estate of
Receiver appointed by
Receiver for
Receiver of
Registered Agent
Special Administrator(ix) of the Estate of
Special Personal Representative of the Estate of
Subrogee of
Nominee for
Personal Representative for the Estate of
Receiver appointed by
Receiver for
Receiver of
Registered Agent
Special Administrator(ix) of the Estate of
Special Personal Representative of the Estate of
Subrogee of
Successor Trustee of
Successor by Assignment
Successor in interest to
Successor to
Trustee and Beneficiary of the
Trustee for
Trustee of
Trustee of and for the
Trustee on behalf of
As Beneficiary and as Trustee of
As Limited Partner of
As Nominee for
As Partner of
As Trustee, on behalf of
As subrogee of
By and thru Massachusetts Commissioner of
Revenue
Doing business as
Member of
On behalf of
On behalf of the holders of the

Tyler Portal eFiling for Cases in which a Party is a Representative Capacity

Take the following steps.

1. Log in to the Tyler Host.
2. Click the **Start a New Case** button.
3. Fill in the case details.
4. Click **Parties**. Fill in the Party Details.
5. Click **Filings**. You see the Filings section shown below.

A screenshot of the "Filings" section in the Tyler Portal. The section has a dark blue header with the word "Filings" in white. Below the header, there is a light blue background with the text "Enter the details for this filing" in green. There are two dropdown menus: "Filing Type" with "EFile" selected, and "Filing Code" with "Representative Capacity" selected. There is also an information icon (i) to the right of the "Filing Code" dropdown.

6. For the Filing Code, select **Representative Capacity**.
7. Complete the other fields as appropriate. Notice the Related Parties section. You can select the parties you previously entered.

A screenshot of the "Related Parties" section in the Tyler Portal. The section has a light blue background with the text "Related Parties" in dark blue. There is a dropdown menu with "smith williams" selected and a close button (x). To the right of the dropdown is a text field with "on behalf of the Lowell zoning board" entered. There is also an information icon (i) to the right of the text field.

8. In the **Lead Document** field at the bottom of the window, click the icon with the up arrow to browse to the PDF document that you created that lists the three components for the representative capacity.

A screenshot of the "Lead Document" field in the Tyler Portal. The section has a light blue background with the text "Lead Document" in green and "(Required)" in red. Below the text is a white box with the word "Computer" in dark blue. Inside the box is a grey bar with an upload icon (an arrow pointing up) and an information icon (i) to the right.